FTA SECTION 5310 APPLICATION

This section will ask you to enter information about your human service program to support you application for a paratransit vehicle(s). This section is divided into two different tabs: General Information and Attachments.

Applicants requesting vehicles must **also** complete a Capital Assistance application.

GENERAL INFORMATION

Local Details
- Areas Served: Enter all cities and counties served by your paratransit operations.
- Congressional District: Using the drop down box, enter the congressional district of the applicant's mailing address.

Vehicle Summary
Answer questions as noted. See additional notes below

Title VI Demonstration
Answer questions as noted.

Project Needs, Goals, and Objectives
Answer questions as noted. See additional notes below.

Implementation Plan
Answer questions as noted.

Coordination of Efforts
Answer questions as noted.

Required data includes:
- Contact information
- Summary of vehicles
- Vehicle description (Include complete description of any vehicles being replaced , e.g. VIN, mileage, year, make, model)
- Requested expenses including operating, mobility management, and other eligible capital expenses by expense object class (In the Project Needs, Goals and Objectives section of the application, please include adequate budget line item discussion and justification)
- Capital budget
- Demonstration of compliance
  - Ethnic composition by percentage
  - Management and arrangements
    - Management of operations, maintenance, and service
    - Coordinated transportation arrangements
- Certifications and assurances

Which Applications do I Need to Complete in OLGA?

The table below provides guidance about which types of applications to complete in OLGA, based on requested expenses. DRPT is seeking to keep the application process as simple as possible, while enabling continuation grantees to utilize previously submitted applications etc.

Application Type	Complete	Notes for Continuation Grantees
5310 Vehicle Only Capital Application Example: Typical Traditional Section 5310 application seeking funds for one 14 passenger BOC. (Inc. eligible Northern VA applicants)	**Complete Capital Application** Check box FTA 5310 Eligible; select vehicle and quantity; indicate "see 5310 application." Note: 9 passenger BOC is NOT available in FY16. **Complete 5310 Narrative Application** Be sure to answer all narrative questions completely. (Include complete description of any vehicles being replaced , e.g. VIN, mileage, year, make, model)	Copy forward and update previous 5310 application in OLGA
Other Section 5310/5317 Application Example: Applicant seeks Continuation funding for: Mobility manager. Operating expenses for former New Freedom project transporting people with disabilities. Other (non-vehicle) Sec. 5310 eligible capital or operating expenses	**Complete OLGA 5317 Application.** In Project Needs, Goals and Objectives section of the application, please include adequate budget line item discussion and justification. (Includes operating expenses, mobility management expenses, and other eligible capital expenses). Be sure to answer all narrative questions completely. Except in large urban areas of Richmond and Hampton Roads, funding is extremely limited, and competition is expected to be intense.	Copy forward and update previous 5317 application in OLGA.

ATTACHMENTS

Upon completing the application, <u>attach the following</u> information in OLGA:

- Articles of Incorporation/Private nonprofit status
- Copy of Letter of Exemption IRS Section 501 C3
- Copies of Public notices printed in area newspapers
- List of local, public, and private human service agencies contacted
- One copy of letter of notice to human service agencies
- Letters of response from human service agencies (one copy only)
- Copy of letter of notice to PDC
- Copy of letter of notice to MPO/urban area applicants
- Copy of Vehicle Insurance Package
- <u>Preventive Maintenance Plan and schedules (New FY16)</u>

<u>Uploading Files</u>
This page is included to allow grantees to attach any documents that support their request for FTA 5310 funds.

Please follow the directions to upload files, and make sure you select "upload" before moving on to the next file to be uploaded, or before you select "Save" or "Submit".

Applicants must also reasonably meet technical capacity and other requirements for grant administration and program management. Please refer to the Application Guidance document and appendices for additional information.

Submit the application only after you have determined there are no other changes needed and that it is final. Remember to also enter an application for Capital Assistance.